



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

BUREAU CHIEF (EXE LEV)

Posting Number

PN# 106525

Department

Health & Human Services Department

Division

Administrative Support Services

Section

Personnel/Payroll Administration

Reporting Location

8000 N. Stadium Dr.

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages and directs all human resources related activities. These activities include, but are not limited to employee recruitment and retention; administrative policies and procedures; compliance with federal, state and local labor and employment standards/laws; organization development; training; employee evaluation; affirmative action goals and objectives; employee relations; worker's compensation; time and attendance/payroll; job testing; and information systems development.

CORE FUNCTIONS

- Creation, development, and maintenance of all human resources related administrative policies, procedures, and performance standards in direct correlation to department's mission, guiding principles, community and department objectives, and strategic plan.
- Staff training and evaluations.
- Recruitment and retention of qualified personnel.
- Creation, development, maintenance, and dissemination of human resources data and analysis.
- Employee relations.
- Time and attendance/payroll processing.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Human Resources, Business Administration, Public Administration or a closely related field. Preference may be given to those with a Master's degree.

MINIMUM EXPERIENCE REQUIREMENTS

A Bachelor's degree and nine (9) years of progressively responsible experience in Human Resources or a Master's degree and seven (7) years of experience. This person will have broad experience in all areas of Human Resources Management including supervision, comprehensive knowledge of theory and practice of human resources practices along with planning, leading, analyzing, and communicating abilities.

MINIMUM LICENSE REQUIREMENTS

Must have a Valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2) at time of employment.

PREFERENCES

- Experience in the design and implementation of Organization Development (OD) programs.
- Human Resources experience in the public sector.
- Good knowledge of labor and employment standards/laws.
- Proven leadership style and communication skills.
- Strong policy, procedures, and systems development skills.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 30
\$1,999 - \$2,806 Biweekly \$51,974 - \$72,956 Annually

OPENING DATE

August 31, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

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